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NEW METHOD

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OF

KEEPING ACCOUNTS.

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WILLIAM COTHEAL,

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District of New-York.

TO THE
MEMBERS
OF THE
CHAMBER OF COMMERCE
AND
MERCANTILE LIBRARY ASSOCIATION,
THIS LITTLE WORK IS DEDICATED,
IN THE HOPE THAT
THE NEW METHOD OF KEEPING ACCOUNTS
MAY PROVE AS USEFUL TO THEM AS IT HAS BEEN TO

WILLIAM COTHEAL.

NEW METHOD OF KEEPING ACCOUNTS.

A SIMPLE method of keeping accounts, always ready to balance or average, is here presented for the consideration of the public. It is called new, to distinguish it from the old system of keeping accounts. The great advantage this new method has over the old system is, that accounts are always ready to balance or average, and, to accomplish this end, it is only necessary to have an extra column in the ledger for entering interest. Time column can be dispensed with.

The method, a modification of the French, has been used for many years, and found to be very expeditious and not liable to errors; and for banks, bankers, trust companies and merchants, who keep running accounts with their customers, it is invaluable, as interest on each item can be entered daily, and the balance, with interest, or the average due date of an account, stated at any moment of time.

The method is governed by simple rules, from which there can be no deviation, and is based on the principle of calculating interest from CONVENTIONAL OR FIXED DATES.

Time is always counted forward FROM *the conventional* to *due date*, and it is therefore necessary to fix a date *anterior* to the earliest item in the account, and the 31st *December* and the 30th *June* are proposed to be used as such conventional or fixed dates, for in keeping accounts it has been found that counting time from the last day of any month insures greater certainty that it be correctly stated.

Interest can be entered simultaneously with principal in a separate column, at the time of posting, or at any other convenient moment, and is computed on each item of the account FROM *the conventional date* UP TO *the due date*, or, in other words, FROM *the due date*, when such item shall commence drawing interest, BACK TO *the conventional date*.

Interest in red.—There is no interest in RED in accounts made up or kept by this new method, which avoids a fruitful source of error.

Balanceing or averaging.—The given date being known on which an account is to be closed, the balance or average due date can be stated on making one interest calculation.

Accounts at any rate per cent.—All accounts can be kept at one rate of interest, as it is not necessary to correct each separate item when the rate of interest requires alteration. The account is debited or credited (after balance interest has been ascertained,) with DIFFERENCE between RATE USED and RATE REQUIRED, and the balance of principal will be the same as if each separate item of the account had been made up at the required rate.

Examples.—All the example accounts are calculated with 365 days to the year, the only correct way, but the rules apply equally to accounts kept by months and days.

Calendar months and days.—The people of this country, use in a measure, 360 days to the year in accounts, as they find it convenient, and the general custom has been, in calculating time by months and days, to

call months from the date in one month to the same date in another twelfths of a year, and the remaining days to the end of the interval 365ths of a year. This mode is erroneous, the true way being, when the year is estimated to consist of 360 days, to consider all months (whether containing 28, 29, 30 or 31) as having *thirty days*.

Thus, the interval from *April 21 to August 5*, instead of being 3 months and 15 days, should, on the hypothesis of 360 days to the year, be but 3 months and 14 days—July, though having 31, being considered as having 30 days.

The interval from *October 22 to March 2* should be 4 months and 10 days—February, though having only 28 or 29, is considered as having 30 days.

RULES FOR INTEREST ACCOUNTS.

First. Compute interest on each item of the account FROM *conventional date* UP TO *due date*, or, in other words, FROM *the due date*, when such item should commence drawing interest, BACK TO *the conventional date*, and enter thus in ledger:

1853.		1853.	
Jan. 13.	Draft to Perkins and Co., ... due March 18,	\$ 8,000	00
Feb. 7.	Cost shipment per "Mereury,"	10,056	00
		77	38
		\$ 118	14
		73	23

Second. To close an account, add up the principal, and INVARIABLY on the side of the WEAKEST FOOTING OF PRINCIPAL, whether it be debit or credit, write

"Interest on \$ balance principal,"
and the given date at which the account is to be closed. Then calculate interest on this balance of principal FROM *conventional* TO *given date*, and the entry will read thus:

1853.		1853.	
Dec. 31.	Interest on \$261 75 balance principal, Dec. 31	..	..
		365	\$ 18
			32

Third. Add up the interest columns, and INVARIABLY on the side of the WEAKEST FOOTINGS OF INTEREST, whether it be debit or credit, write

"Balance interest to principal,"
and place the balance interest, in both interest and principal columns, directly alongside of each other, thus:

1853.			
Dec. 31.	Balance interest to principal, ...	\$ 594	13
		..	\$ 594
			13

Fourth. Balance the principal in the ordinary way, and the balance is due the given date.

Examples.—To enable comparison to be made between the new method and the old system, example accounts are given.

Example No. 1.—New method in dollars.

Example No. 2.—Old system in dollars.

Example No. 3.—Old system in pounds sterling.

Example No. 4.—New method in pounds sterling, showing how foreign interest accounts can be examined or made by means of decimals; also, how to alter the rate of interest without correcting each item.

EXAMPLE No. 2.—INTEREST ACCOUNT, OLD SYSTEM.

Dr. Messrs. JOHNSON & BROWN, in Account Current and Interest Account at 7 per cent. with SMITH & JONES, to December 31, 1853. Cr.

[illegible]

E. & O. E.

New-York, December 31, 1853.

SMITH & JONES.

* Interest in *red*, in full faced type.

Dr. Messrs. JOHNSON & BROWN, in Account Current and Interest Account at 5 per cent. with SMITH & JONES, from 31st December, 1852. Cr.

1853.		1853.		1853.		1853.		1852.		1852.	
Jan. 13,	Draft to Perkins & Co.,	£ 800 ..	77	£ 11.51	Jan. 1,	Net proceeds invoice per "New-York,"	Dec. 31,	£ 430	18 10	..	
Feb. 7,	Cost shipment per "Mercury,"	1,005 12 3	35	7.33	M'ch 6,	Net proceeds invoice per "St. Nicholas,"	1853.	976	10 10	65	£ 12.17
M'ch 8,	Cost shipment per "Baltic,"	2,005 13 8	67	25.77	April 1,	Net proceeds invoice per "Constitution,"	M'ch 6,	107	1 ..	91	1.57
April 17,	Cost shipment per "Africa,"	1,404 5 4	107	28.82	May 21,	Net proceeds invoice per "Germania,"	April 1,	3,203	18 10	98	60.22
April 27,	Cash remitted,	3,002 13 6	117	67.37	May 29,	Remise on Brown, Bros. & Co.,	April 8,	200	..	213	8.17
Aug. 8,	Draft to G. Blakeley,	1,000 ..	283	54.27	" "	Remise on Rothschild & Co.,	Aug. 1,	206	12 ..	219	5.90
Sept. 15,	Draft to O. Otis & Co.,	520 ..	334	33.31	July 16,	Remise on Baring, Bros. & Co.,	May 29,	600	..	215	24.74
Nov. 13,	Cash remitted,	600 ..	317	36.48	Aug. 1,	Net proceeds inv. per "Independence,"	Aug. 3,	2,440	5 11	152	71.14
Nov. 25,	Draft to P. Pope & Son,	1,000 ..	392	75.18	Sept. 1,	Remise on J. & J. Stuart & Co.,	June 1,	40	..	354	2.72
Dec. 15,	Draft to M. Bernard,	520 ..	412	41.09	Sept. 18,	Net proceeds invoice per "Franklin,"	Dec. 20,	236	5 ..	260	11.78
Dec. 31,	Commission on £1,316.16.8,	13 3 4	865	.92	Oct. 16,	Net proceeds invoice per "Wm. Tell,"	Sept. 17,	419	19 2	289	23.28
Dec. 31,	Postages,	2 16	365	.20	Dec. 4,	Remise on Duncan, Sherman & Co.,	Oct. 16,	206	12 2	338	13.39
Dec. 31,	Balance interest to principal,	59 8 8	..	59.41	Dec. 13,	Remise on James G. King's Sons,	Dec. 13,	63	12 4	347	4.23
					Dec. 15,	Net proceeds invoice per "Victoria,"	Dec. 15,	275	18 ..	349	18.47
					Dec. 25,	Net proceeds invoice per "Washington,"	1854.	2,440	5 11	359	182.05
					Dec. 31,	Interest on £233 3 6 balance principal,	1853.	..	..	365	1.83
					Dec. 31,	Difference bet. 5 and 1 pr. ct. on bal. int.,	Dec. 31,	16	19 6	..	..
					Dec. 31,	Balance to new account,	Dec. 31,	63	12 8	..	..
								£11,933	12 1		£ 441.96
1853.		£11,933 12 1		£ 441.96							
Dec. 31,	Balance from old account,	£ 63 12 8									

E. & O. B.

New-York, December 31, 1853.

SMITH & JONES.

RULES FOR AVERAGING ACCOUNTS.

First. Compute interest on each item of the account FROM *conventional date* UP TO *the due date*, or, in other words, FROM *the due date*, when such item should commence drawing interest, BACK TO *the conventional date*.

Second. Add the items of principal and interest, and then find how many *days* it will take the amount of principal to *earn* the amount of interest, and the average due date is that number of *days* from the *conventional or fixed date*, from which the account is calculated.

EXAMPLE No. 5.

1853.		1853.							
Jan. 3,	Merchandise, ...	30 days, ...	Feb. 2,	\$ 293	47	33	\$	1	86
" 15,	do.	6 mos., ...	July 15,	1,123	15	196		42	21
Feb. 15,	Cash, ...		Feb. 15,	150	..	46		1	32
Mch. 10,	Merchandise, ...	4 mos., ...	July 10,	542	99	191		19	89
April 1,	do.	90 days, ...	June 30,	304	34	181		10	55
May 12,	Cash, ...		May 12,	50	..	132		1	27
June 7,	Merchandise, ...	30 days, ...	July 7,	126	27	188		4	54
" 30,	do.	90 days, ...	Sept. 28,	569	37	271		29	57
Aug. 15,	Cash, ...		Aug. 15,	200	..	227		8	71
			1854.						
Nov. 14,	Merchandise, ...	60 days, ...	Jan. 3,	268	45	368		18	92
			1853.						
" 26,	do.	30 days, ...	Dec. 26,	107	84	360		7	45
Dec. 20,	Cash, ...		Dec. 20,	100	..	354		6	79
Average due date, ...				July 27,	\$ 3,835	88		\$ 153	08

On referring to the interest tables it will be found that it takes \$3,835 88 principal 208 days to earn \$153 08 interest, therefore the account is due 208 DAYS FROM *the conventional date* 31st of DECEMBER, which is JULY 27th.

RULES TO FIND BALANCE DUE, WITH INTEREST, ON GIVEN DATE.

First. Compute interest on each item of the account FROM *conventional date* UP TO *the due date*, or, in other words, FROM *the due date*, when such item should commence drawing interest, BACK TO *the conventional date*.

Second. Add the items of principal and interest.

Third. Compute interest on amount principal FROM *conventional to given date*.

Fourth. If interest on amount principal *exceeds* the amount interest on items of principal, the difference must be ADDED to the account, as follows:

EXAMPLE No. 6.—GIVEN DATE DEC. 20.

1853.		1853.					
Jan. 3,	Merchandise,....30 days,.due Feb. 2,	\$ 293	47	33	\$ 1	86	
" 15,	do. 6 mos.,. " July 15,	1,123	15	196	42	21	
Feb. 15,	Cash, ...	150	..	46	1	32	
Mch. 10,	Merchandise,.... 4 mos.,.due July 10,	542	99	191	19	89	
April 1,	do. 90 days,. " June 30,	304	34	181	10	55	
May 12,	Cash, ...	50	..	132	1	27	
June 7,	Merchandise,....30 days,.due July 7,	126	27	188	4	54	
" 30,	do. 90 days,. " Sept. 28,	569	37	271	29	57	
Aug. 15,	Cash, ...	200	..	227	8	71	
Nov. 4,	Merchandise,....60 days,.due Jan. 3,	268	45	368	18	92	
" 26,	do. 30 days,. " Dec. 26,	107	84	360	7	45	
Dec. 20,	Cash, ...	100	..	354	6	79	
		\$ 3,835	88		\$ 153	08	
Dec. 20,	Interest on \$3,835 88 principal, .	\$260	43				
	Less interest on items, ...	153	08				
	Balance due Dec. 20, 1853, ...	\$ 3,943	23				

\$260 43 is interest on principal from conventional date, 31st December, to given date, Dec. 20.

153 08 is interest on separate items of principal from 31st December to their due dates.

\$107 35 is interest on principal, *from average* due date to *given* date, and is therefore ADDED to principal.

Fifth. If interest on amount principal is *less* than amount interest on items of principal, the difference must be DEDUCTED from the account, as follows:

EXAMPLE No. 7.—GIVEN DATE JUNE 1.

1853.		1853.					
Jan. 3,	Merchandise,....30 days,.due Feb. 2,	\$ 293	47	33	\$ 1	86	
" 15,	do. 6 mos.,. " July 15,	1,123	15	196	42	21	
Feb. 15,	Cash, ...	150	..	46	1	32	
Mch. 10,	Merchandise,.... 4 mos.,.due July 10,	542	99	191	19	89	
April 1,	do. 90 days,. " June 30,	304	34	181	10	55	
May 12,	Cash, ...	50	..	132	1	27	
June 7,	Merchandise,....30 days,.due July 7,	126	27	188	4	54	
" 30,	do. 90 days,. " Sept. 28,	569	37	271	29	57	
Aug. 15,	Cash, ...	200	..	227	8	71	
Nov. 4,	Merchandise,.... 60 days,.due Jan. 3,	268	45	368	18	92	
" 26,	do. 30 days,. " Dec. 26,	107	84	360	7	45	
Dec. 20,	Cash, ...	100	..	354	6	79	
		\$ 3,835	88		\$ 153	08	
June 1,	Interest on items, ...	\$153	08				
	Less int. on \$3,835 88 principal, ..	111	82				
	Balance due June 1, 1853, ...	\$ 3,794	62				

\$153 08 is interest on separate items of principal from 31st December to their due dates.

111 82 is interest on principal from conventional date, 31st December, to given date, June 1.

\$41 26 is interest on principal *from given date to average due date*, and is therefore DEDUCTED from principal.

RULES FOR COMPOUND AVERAGING.

First. Compute interest on each item of the account FROM *conventional date* UP TO *the due date*, or, in other words, FROM *the due date*, when such item should commence drawing interest, BACK TO *the conventional date*.

Second. Ascertain the balance of principal and interest, and find how long TIME it will take balance principal TO EARN balance interest.

Third. TIME is ALWAYS counted FORWARD from the conventional date when BALANCES of principal and interest are on the SAME SIDE of the account.

EXAMPLE No. 8.

The balance of the account is \$1,438, and the balance interest is \$172 74. On reference to interest table, it will be found that it takes \$1,438 principal 626 days to earn \$172 74 interest, therefore the average date of the account is due 626 days SUBSEQUENT to the conventional date, (31st December,) that is, September 18, 1854, as the BALANCE principal and interest are on the SAME SIDE.

Fourth. TIME is ALWAYS counted BACKWARDS from the conventional date when the BALANCES of principal and interest are on DIFFERENT SIDES of the account.

EXAMPLE No. 9.

The balance of the account is \$857 34, and the balance interest is \$60. On reference to interest table, it will be found that it takes \$857 34 principal 365 days to earn \$60 interest, therefore the average date of the account is due 365 days ANTERIOR to the conventional date, (31st December,) that is, December 31, 1851, as the BALANCE principal and interest are on DIFFERENT SIDES.

EXAMPLE No. 8.—COMPOUND AVERAGING.—BALANCE PRINCIPAL AND INTEREST ON SAME SIDE.

Cr.

Messrs. Jounsson & Brown, in account with Smith & Jones, from December 31, 1852.

Dr.

1853.	1853.	1853.	1853.	1853.
Jan. 5, Merchandise, ...	\$ 613 00	\$ 4 11	Jan. 30, Cash, ...	\$ 736 00
Jan. 10, do, ...	225 00	8 25	Feb. 3, do, ...	216 00
Feb. 3, Cash, ...	110 00	72	Feb. 23, do, ...	544 00
March 22, Merchandise, ...	1,756 00	68 36	March 1, do, ...	898 00
April 16, do, ...	1,560 00	58 61	March 15, do, ...	227 00
May 4, do, ...	159 00	4 69	March 29, do, ...	623 00
June 3, do, ...	841 00	40 33	April 6, do, ...	961 00
Sept. 7, do, ...	315 00	11 78	May 10, do, ...	365 00
July 14, Cash, ...	500 00	28 96	June 26, do, ...	435 00
Oct. 29, Merchandise, ...	354 00	23 76		
Nov. 16, do, ...			Balance interest, ...	1 438 00
	\$ 6,433 00	\$ 249 60	Balance account due Sep. 18, 1854, ...	
				\$ 6,433 00

E. & O. E. New-York, December 20, 1853.

EXAMPLE No. 9.—COMPOUND AVERAGING.—BALANCE PRINCIPAL AND INTEREST ON DIFFERENT SIDES.

Cr.

Messrs. Jounsson & Brown, in account with Smith & Jones, from December 31, 1852.

Dr.

1853.	1853.	1853.	1853.	1853.
Jan. 3, Merchandise, ...	\$ 293 47	\$ 1 86	Jan. 8, Merchandise, ...	\$ 525 27
Jan. 15, do, ...	1,123 15	42 21	Jan. 23, do, ...	345 09
Feb. 15, Cash, ...	150 00	1 32	Feb. 13, do, ...	456 75
March 10, Merchandise, ...	512 99	19 89	March 1, do, ...	249 58
April 1, do, ...	304 31	10 55	March 20, do, ...	1,049 83
May 12, Cash, ...	50 00	1 27	April 10, do, ...	352 78
June 7, Merchandise, ...	126 27	4 54	April 30, do, ...	201 50
July 7, do, ...	569 37	29 57	May 9, do, ...	247 28
Aug. 15, Cash, ...	200 00	8 71	June 5, do, ...	287 41
Nov. 4, Merchandise, ...	268 45	18 92	July 18, do, ...	116 66
Nov. 26, do, ...	107 84	7 45	Aug. 15, do, ...	893 04
Dec. 20, Cash, ...	100 00	6 79		
	857 34		Balance interest, ...	
Balance account due Dec. 31, 1851, ...				\$ 4,693 22
	\$ 4,693 22	\$ 153 08		

E. & O. E. New-York, December 20, 1853.

\$ 153 08

DECIMALS OF A POUND STERLING,

FROM ONE PENNY TO NINETEEN SHILLINGS AND ELEVEN PENCE, GIVEN AT SIGHT.

Shillings.	0	1	2	3	4	5	6	7	8	9	10	11	Pence.
0	.00	.00	.01	.01	.02	.02	.03	.03	.03	.04	.04	.05	
1	.05	.05	.06	.06	.07	.07	.08	.08	.08	.09	.09	.10	
2	.10	.10	.11	.11	.12	.12	.13	.13	.13	.14	.14	.15	
3	.15	.15	.16	.16	.17	.17	.18	.18	.18	.19	.19	.20	
4	.20	.20	.21	.21	.22	.22	.23	.23	.23	.24	.24	.25	
5	.25	.25	.26	.26	.27	.27	.28	.28	.28	.29	.29	.30	
6	.30	.30	.31	.31	.32	.32	.33	.33	.33	.34	.34	.35	
7	.35	.35	.36	.36	.37	.37	.38	.38	.38	.39	.39	.40	
8	.40	.40	.41	.41	.42	.42	.43	.43	.43	.44	.44	.45	
9	.45	.45	.46	.46	.47	.47	.48	.48	.48	.49	.49	.50	
10	.50	.50	.51	.51	.52	.52	.53	.53	.53	.54	.54	.55	
11	.55	.55	.56	.56	.57	.57	.58	.58	.58	.59	.59	.60	
12	.60	.60	.61	.61	.62	.62	.63	.63	.63	.64	.64	.65	
13	.65	.65	.66	.66	.67	.67	.68	.68	.68	.69	.69	.70	
14	.70	.70	.71	.71	.72	.72	.73	.73	.73	.74	.74	.75	
15	.75	.75	.76	.76	.77	.77	.78	.78	.78	.79	.79	.80	
16	.80	.80	.81	.81	.82	.82	.83	.83	.83	.84	.84	.85	
17	.85	.85	.86	.86	.87	.87	.88	.88	.88	.89	.89	.90	
18	.90	.90	.91	.91	.92	.92	.93	.93	.93	.94	.94	.95	
19	.95	.95	.96	.96	.97	.97	.98	.98	.98	.99	.99	.99	

EXPLANATION.

To find, in decimals, the fractional part of a pound, first find shillings on the side and the pence at the top of the table, and on a range with the former and under the latter will be found the decimal required.

EXAMPLE.

£430 18s. 10d. On the range of 18 shillings and under 10 pence will be found .94, which is the decimal required, and the amount reads thus, £430.94.

INTEREST.

Calculate interest on £430.94, same as if it were 430 dollars and 94 cents.

